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INFORMATION TECHNOLOGY COMMITTEE
July 18, 2012
9:00 am
Sheriff's Department Conference Room

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Present: Chairman Ron Niemann, Bob Boyle, Kim Winslow, Marie Wamsley, John Hastie, Jason Walter

(1) **Call to Order:** The meeting was called to order at 9:00 am by Chairman Niemann

(2) **Proof of Posting:** Ron asked if the meeting was properly posted, and Kim advised that the agenda was posted by the County Clerk's office in the Courthouse, Hospital, Darlington Municipal Building, and the County's website.

(3) **Action on Agenda:** Motion by Wamsley, second by Boyle to approve the agenda as presented. Voice vote, motion carried.

(4) **Action on Minutes:** Motion by Boyle, second by Wamsley, to approve the minutes from the June 19, 2012 meeting as presented. Voice vote, motion carried.

(5) **Purchase of a file server and DSL for Highway:** Jason advised that a new server for the Highway would cost approximately $1,000, but there would be an additional $500 cost for the server license. Cost of the new DSL would be $62 per month for 8mb line. A motion was made by Boyle, second by Winslow, to approve the purchase of a new server for the Highway Department for approximately $1000, the server license for $500, and the new DSL for $62 per month, based upon presenting the new figures to the Highway Committee and their approval, and making sure the Highway Department has the funds available in their capital budget. Voice vote, motion carried.

(6) **Purchase of a new barcode scanner for the Hospital:** The Hospital is looking to purchase a new barcode scanner for the Operating Room for $290.90. This will be used to scan all pharmacy related items used during surgeries. Motion by Boyle, second by Winslow, to approve the purchase of the barcode scanner for $290.90. Voice vote, motion carried.

(7) **Core Switch replacement at the Courthouse:** Jason rechecked the prices on the switches, and they are still around $550.00 per switch, and he wants to put in two new switches to replace the one. Jason is still planning on doing this project, however, it won't happen until September or October due to other projects he is working on at this time. This will be tabled to a later meeting.

(8) **County software on a personal laptop of a Sheriff's Department employee:** No one from the Sheriff's Department attended the meeting to explain or answer questions regarding this issue. Ron Niemann advised that after the June IT meeting, he spoke with Sheriff Scott Pedley regarding this issue. After Ron explained everything to him, Scott understood our concerns and advised that he would be getting us a letter explaining the use for the county-owned software on the employee's laptop. The committee received the letter shortly before the end of this meeting.

The letter stated that the placement of the county-owned software on the personal computer was authorized by Chief Deputy Reichling. It was done for two reasons: #1 – because of the nature of the officer's duties – he is an undercover officer and the computer can not have any identification showing that he works for Lafayette County, and #2 – the Sheriff's Department did not have an additional computer to assign to the officer and this arrangement saved them from having to purchase a new computer for him. The officer uses his personal computer to prepare reports, he downloads them onto a thumb drive, and then brings the thumb drive into the Sheriff's Department to download/print reports.

Since no one from the Sheriff's Department attended the meeting to answer our questions/concerns, a motion was made by Wamsley, second by Winslow, to recommend that Jason Walter review the employee's computer and the county-owned software on that computer to make sure it is legitimate and set up appropriately. And the Sheriff's Department employee also needs to sign the 'Remote Access Participation Agreement' which then needs to be placed within his personnel file in the County Clerk's office. If this is not completed within 30 days, then Jason has the authorization to remove the county-owned software from the laptop. And in the future, if county-owned software on off-site equipment does not get approval from this committee, it does not get done. Voice vote, motion carried.

(9) **Monthly update / computer inventory:** Jason has finished the inventory at the Manor. He was also working on their server, but ran into several issues. Jason said that with doing the inventory and updating each computer as he goes, it took him 10 hours to do 15 computers. Jason said this process is not difficult, it is just time consuming because he is trying to update things as he goes, check compatibility of programs as he's updating, and remove unneeded software.

Jason is also running into issues with duplicate Windows and Microsoft Office license keys.

Ron advised Jason that he would like a basic computer inventory done by August 15th so that departments will have an idea of what they will need to budget for computer equipment in their 2013 budgets.

(10) **Approval of IT vouchers:** Kim presented two vouchers for the month of July. The first voucher was for $602.38, which consisted of more memory for the Hospital, the new computer for the County Clerk's office that was approved at the June meeting, a new monitor and tool kit for the IT Department, and a cable for the Sheriff's Department.

The second voucher was for $366.97, which consisted of the cell phone bills for Jason and Christine, and (2) new monitors for the Hospital.

Motion by Boyle, second by Wamsley, to approve the vouchers as presented. Voice vote, motion carried.

(11) **Future agenda items**: - resignation and replacement of IT committee member
- automation of inventory
- look into technical support (Microsoft)
- monthly update from Jason
- Core Switch replacement at the Courthouse (September agenda)
- new firewall at the Courthouse (September agenda)

(12) **Next meeting date:** August 16, 2012 @ 8:30am

(13) **Adjournment:** Motion by Boyle, second by Wamsley, to adjourn the meeting. Voice vote, motion carried.